

1 December 1999



Communications and Information

**INFORMATION MANAGEMENT TRAINING
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 910 CF/SCB (SMSgt David A. Simms)

Certified by: 910 SPTG/CC
(Lt Col Melvin L. Jeffers)

Supersedes 910 AWI 33-102, 22 April 1999

Pages: 2
Distribution: F

This instruction implements AFRCPD 33-1, *Information Management (IM) Training*. It prescribes procedures for administration and management of the Information Management (IM) Training Program. It applies to all organizations and staff agencies with 3A0X1 and civilians performing administrative duties that are assigned or attached to the 910th Airlift Wing.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFRPD 33-1. It includes the base schedule as a means of advertising Information Management Training. A (I) indicates revisions from the previous edition.

1. Training Attendance . All military and civilian personnel will sign in using an overprinted general purpose form provided by the Information Systems Flight.

1.1. All 3A0X1 personnel, regardless of rank, will attend all classes as scheduled.

1.2. All other personnel who perform administrative duties are encouraged to attend the Information Systems training.

1.3. Military personnel receive an automated AF Form 1098, **Special Task Certification and Recurring Training**, in June and December. Civilians receive a letter notifying the appropriate squadron commander of attendance.

1.4. Commanders are notified of those individuals who are scheduled for training but do not attend. These letters are sent after the Sunday of the unit training assembly (UTA).

2. Training Advertisement . Advertisement of IM training will be provided as indicated below.

2.1. The base schedule located on the Information Systems Flight intranet homepage ("yngnt02") will announce all times and locations for training.

2.1.1. Personnel attending Information Management training are responsible for printing out all necessary training material from the Information Systems Flight intranet homepage ("yngnt02") prior to class sign-in.

2.2. A yearly schedule letter is sent to all 3A0X1 personnel notifying them which classes are mandatory for the year.

2.3. Newly assigned 3A0X1 personnel are notified by the Chief, Information System Flight during orientation which classes for the year are currently available for them to attend.

3. Training Times . One class per UTA is scheduled. Classes are held in Building 128, Room 212 (Wing Commander's Conference Room) on Saturday at 1300. Civilian class is conducted on the Wednesday following the UTA at 1300 in Building 128, Room 212. Information Management (3A0X1) Air Reserve Technicians may attend either the Saturday or Wednesday class. 910 CF/SCB will notify all personnel promptly of any changes to the yearly schedule.

MICHAEL F. GJEDE, Brig Gen, USAFR
Commander